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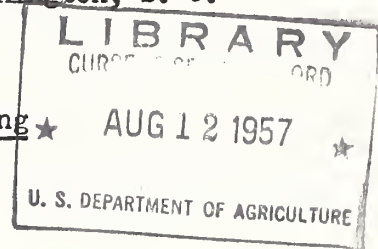


UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Marketing Service  
Washington 25, D. C.

AMS INSTRUCTION No. 125-1  
Rev. 1

*Reserve  
A280.39  
m34A*  
ACTION BY: Divisions and Staff Offices in Washington, D. C.

Annual Progress Reporting ★



I PURPOSE

This Instruction establishes the procedure for preparing the annual progress report required in connection with the Uniform Project System of the Department, for annual budget estimates, and for other reporting purposes.

II CANCELLATION

AMS Instruction No. \*-125-1,-\* Annual Progress Reporting, dated \*-June 8, 1956,-\* is canceled by this Instruction.

III DIVISIONS AND OFFICES TO REPORT

The following divisions and staff offices shall prepare the prescribed report as indicated in the check list attached as Exhibit A:

Administrative Services	Food Distribution	Special Services
Agricultural Economics	Fruit and Vegetable	Statistical Clearance
Agricultural Estimates	Grain	and Standards
Cotton	Liaison, *-Matching	Tobacco
Dairy	Fund Program-*	
*-Marketing Research and	Livestock	
Statistics (Office of the	Marketing Research	
Deputy Administrator)-*	Poultry	

IV BASIC REPORTING PLAN

The annual progress reporting plan outlined herein is based primarily on the principle that there should be a coordinated reporting system that will meet program management and budgetary needs but which by its nature and timing will keep reporting requirements of the program divisions to a minimum. The reporting procedure developed on the basis of this plan

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(IV)

will serve in (1) obtaining significant achievements data and current programs information to be used in the annual budget submission; (2) reporting progress of work projects in accordance with the Uniform Project System of the Department; (3) developing AMS-wide reports to the public, the Secretary, and other officials and agencies; (4) summarizing and analyzing current status and trends for management purposes; and (5) furnishing the basis for answers to inquiries or preparation of special reports by staff officers.

V COMPOSITION, SUBMISSION, AND DISTRIBUTION OF ANNUAL PROGRESS REPORT

A The annual progress report in its entirety is composed of three items as follows:

- 1 Progress and accomplishments resume,
- 2 Statistical data report, and
- 3 Work project annual report.

B A chart showing the number of copies required of each item, where to submit, period covered, date due, and \*-distribution-\* is attached as Exhibit B. \* \* \*

VI PREPARATION OF REPORT

A Progress and Accomplishments Resume' (Item 1). The progress and accomplishments resume' shall consist of a narrative statement of significant achievements data and current programs information for use in the annual budget submission. It should be limited to the most significant activities and should exclude any historical or background information and procedural details. Statistical data used should agree with similar data contained in the statistical data forms (see paragraph B below). The following information, identified and grouped by work project, should be shown for each program of work:

1 A brief summary of significant factors contributing to or influencing the development or operation of the program during the past fiscal year and those expected for the current fiscal year. Explain any new emphasis or shifts in the programs of work and specifically identify progress on new or expanded work provided for in the fiscal year just completed.

## (VI A)

2 Examples of major accomplishments during the fiscal year, including:

a Special or emergent conditions which required Federal action;

b For programs other than research - significant situations handled, results achieved, major activities completed, discontinued, or initiated during the year;

c Significant research findings (indicate whether such work is continuing or completed);

d Major improvements and/or economies in operations which have resulted in improved service to the public or expansion of the program within base funds;

e Status of work programs as of the close of the fiscal year, unless such data are included in a statistical data form.

B Statistical Data Report (Item 2). The statistical data report shall consist of statistical information covering the fiscal year(s) provided for on the forms listed in Exhibit A. As a minimum, the data should cover the past and current fiscal years, and, if possible, the budget year, particularly if significant changes are anticipated.

C Work Project Annual Report (Item 3). The work project annual report (covering period October 1 of past fiscal year through September 30 of current fiscal year) consists generally of the information described in Exhibit C. That exhibit shows also the format to be used. No printed or processed forms are provided for use in preparing this report. The following should be observed when preparing the report:

\*-1 Simplicity of expression should be sought in view of the varied purposes for which the reports are used. Highly technical subject matter should be avoided whenever possible;-\*

2 "Administratively Confidential" should be placed in the upper right corner of the first page;

(VI C)

3 An allowance of  $1\frac{1}{4}$  inches should be made on the left margin of each page for binding;

4 Show page number at the lower right corner of each page;

5 Signatures should be placed on the first page as shown in Exhibit C;


6 Special information intended for AMS personnel only should be stated in a covering memorandum attached to the report. This will permit distribution of the report outside AMS without having to modify the report prior to its distribution.

VII CURRENT ACTIVITIES

A current activities summary may be required on occasion in connection with Congressional hearings or for other purposes. Such a summary may take the form of either a brief narrative statement of highlights of the division's work accomplishments, significant trends, and major problems encountered since the formal report, or may simply be an oral briefing on these points. Current activities summaries are submitted as requested.

VIII ASSISTANCE IN PREPARING REPORT

Additional information and assistance in the preparation of the annual progress report may be obtained from the budget analyst assigned to work with the respective divisions and offices. \* \* \* The Office of the Deputy Administrator for Marketing Research and Statistics (DRS) (Extension 6067) is available for assistance in preparing the work project annual report (item 3).

  
Roy W. Lennartson  
Acting Administrator

Attachments



Check List of Divisions and Offices Responsible  
For Annual Progress Report Items

Division or Office	Item 1 Progress and Accomplish- ments Resume	Item 2 Statistical Data Report (Form Nos.)	Item 3 Work Project Annual Report	
			Project Nos.	Copies Required by DRS
Administrative Services	Report	No report	MS-1-5	16
Agricultural Economics	Report	No report	FI 1	22
			FI 2	22
			FP 1	20
			FP 2	20
			FP 3	20
			SR 1	21
			SR 2	19
			SR 3	21
			SR 4	18
			SR 5	23
Agricultural Estimates	Report	No report	RAE-3-1	16
			RAE-3-2	20
			RAE-3-3	18
			RAE-3-4	20
			RAE-3-5	17
			RAE-3-6	17
			RAE-3/A	18
Cotton	Report	AMS-24 -1	MS-1-1	22
		-2	MS-2-1	22
		-3	Sec. 32	<u>1/</u>
		-4		
		-9		
		-10		
		-19		
		-20		

1/ Reports under Section 32 programs (where work projects cover work in more than one division) shall be submitted to the BF Division in original and two copies and will require signature through the division level only. The BF Division shall consolidate such reports, secure the approval of the Deputy Administrator, Marketing Services, and submit 16 copies of the consolidated report to the Office of the DRS.

Division or Office	Item 1	Item 2	Item 3	
	Progress and Accomplishments Resumé	Statistical Data Report (Form Nos.)	Work Project Nos.	Annual Report Copies Required by DRS
Dairy	Report	AMS-24	-1 : MS-1-2 <u>2/</u>	17
			-2 : MS-2-2	17
			-3 : Sec. 32	<u>3/</u>
			-8 :	
			-9 :	
			-10 :	
			-19 :	
			-20 :	
			-28 :	
			-29 :	
Farmer Cooperative Service (AMS Funds)	No report	No report	1101	<u>24</u>
			2101	28
			3101	<u>24</u>
			3102	25
			3103	26
			3104	<u>24</u>
Food Distribution	Report	AMS-24-22	SL-1-1	15
			-23 : SL-1-2	15
			-24 : SL-2	15
			-26 : Sec. 32	<u>3/</u>
			-27 :	
			-31 :	
			-32 :	
			-33 :	
			-34 :	
			-35 :	
		*-36-*		
		*-37-*		

2/ Dairy and Poultry Divisions shall share the responsibility for the preparation and submission of MS-1-2, "Market News on Dairy and Poultry Products."

3/ See footnote 1 on page 1 of Exhibit A.

\*-4/ Eight of the indicated copies of the work project annual report are held by the Director's Office, Marketing Research Division, for use by that Office.-\*



Division or Office	Item 1 Progress and Accomplish- ments Resume'	Item 2 Statistical Data Report (Form Nos.)	Item 3 Work Project Annual Report	
			Project Nos.	Copies Required by DRS
Fruit and Vegetable	Report	AMS-24 -1	MS-1-3	20
		-2	MS-2-3	20
		-3	MS-4-4	20
		-8	PAC-1	20
		-9	Sec.32	<u>5/</u>
		-10		
		-17		
		-19		
		-20		
		-25		
		-29		
		-30		
Grain	Report	AMS-24 -1	MS-1-4	18
		-2	MS-2-4	18
		-3	MS-2-8	18
		-5	MS-4-1	18
		-9	Sec.32	<u>5/</u>
		-10		
		-14		
		-19		
		-20		
Liaison, *-Matching Fund Program-*	Report	AMS-24-18	MS-5	16
		-21	SDA-1	16
Livestock	Report	AMS-24 -1	MS-1-6	18
		-2	MS-2-5	18
		-3	MS-4-3	18
		-8	Sec.32	<u>5/</u>
		-9		
		-10		
		-12		
		-13		
		-19		
		-20		
Marketing Research	Report	No report	BS 1	33
			BS 2	37
			BS 3	45
			MD 1	37
			MD 2	36
				<u>6/</u>

5/ See footnote 1 on page 1 of Exhibit A.

\*-6/ Eight of the indicated copies of the work project annual report are held by the Director's Office, Marketing Research Division, for use by that Office.-\*

Division or Office	Item 1	Item 2	Item 3	
	Progress and Accomplishments Resume	Statistical Data Report (Form Nos.)	Work Project Nos.	Annual Report Copies Required by DRS
Marketing Research (Cont'd.)			MD 3	34
			MD 4	30
			OC 1	36
			OC 2	36
			OC 3	32
			TF 1	26
			TF 2	28
			TF 3	27
			TF 4	32
			TF 5	27
			CCC-1-1	26
*-Marketing Research and Statistics (Office of Deputy Administrator)*	No report	AMS-24-38	No report	
Poultry	Report	AMS-24 -8	MS-1-2 7/	18
		-9	MS-2-7	18
		-10		
		-19		
		-20		
Special Services	Report	AMS-24-11	MS-3	16
		-15	MS-4-5	16
		-20		
Statistical Clearance and Standards	No report	No report	SC/1	18
			SC/2	18
Tobacco	Report	AMS-24 -1	MS-1-7	17
		-2	MS-1-8	17
		-3	MS-2-6	17
		-6	MS-2-9	17
		-7	MS-4-2	17
		-9	Sec. 32	8/
		-10		
		-16		
		-19		
		-20		
		-29		
		-30		

7/ Dairy and Poultry Divisions shall share the responsibility for the preparation and submission of MS-1-2, "Market News on Dairy and Poultry Products."

8/ See Footnote 1 on Page 1 of Exhibit A.

Composition, Submission, and Distribution of Annual Progress Report

Item No.	Annual Progress Report Item	Copies Required	Where To Submit	Period Covered	Date Due
1	Progress and Accomplishments Resume	Orig. <u>1</u> / & 4	BF Division	Fiscal Year(s)	As soon as possible after close of f.y., but not later than <u>July 25</u> .
2	Statistical Data Report	Orig. <u>1</u> / & 3	BF Division	Fiscal Year(s)	As soon as possible after close of f.y., but not later than <u>Aug. 1</u> .
3	Work Project Annual Report <u>2</u> / .	<u>3</u> / .	Office of DRS	Oct. 1 of past f.y. through Sept. 30 of current f.y.	<u>October 15</u> .

\*-1/ The BF Division shall distribute copies to the Marketing Information Division and the DRS as required by those offices.

2/ The following signatures should appear on work project annual reports prior to submission to the Office of the DRS:

Administrative Services Division	- Approved by Deputy Administrator, Marketing Services
Agricultural Economics Division	- Recommended by Division Director
Agricultural Estimates Division	- Recommended by Division Director
Marketing Research Division	- Recommended by Division Director
Farmer Cooperative Service (AMS funds)	- Approved by Administrator, Farmer Cooperative Service and concurring initials by Marketing Research Division Director
Marketing Services Divisions	- Approved by Deputy Administrator, Marketing Services
Office of Statistical Clearance and Standards	- Recommended by Chief Statistical Officer
Liaison, Matching Fund Program	- (MS-5) Approved by Deputy Administrator, Marketing Services (SDA-1) Recommended by Liaison Officer

3/ The number of copies required by the Office of the DRS of the work project annual report varies by project. Specific requirements for each project are indicated in the last column of Exhibit A. The Office of the DRS shall distribute copies, as required (except **internally** within divisions).-\*



Format and Content Guide for Work Project Annual Report

Administratively Confidential

UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Marketing Service

- 1 Work Project No. \_\_\_\_\_
- 2 Work Project Annual Report--Year ending September 30, 19\_\_
- 3 Division and Branch, or Office \_\_\_\_\_
- 4 Work Project Title \_\_\_\_\_

5 Overall Work Project Information.

a Purpose.

(Provide a brief but informative statement of the goals or results to be achieved by the work reported on.)

b Summary of Progress.

(Provide a comprehensive statement of progress and accomplishments under the work project during the reporting period. \* \* \* Subjects to be included in the report will vary greatly by work project. The following information is desired:

- (1) Factors contributing to or influencing the development of the operation of the project during the reporting period such as the economic setting; \*-shifts in emphasis in work and reasons therefor; technological and new developments in the project field; and changes in procedure and program approaches made, if significantly affecting substantive work under the project. Indicate significant trade and industry relationships.-\*

	<u>Signature</u>	<u>Title</u>	<u>Date</u>
Recommended:	_____	_____	_____
	_____	_____	_____
Approved:	_____	_____	_____



(5 b)

\* \* \*

- (2) Specific examples of accomplishments during the reporting year, including uses made of the results of the work, groups benefited, estimated dollar value of benefits, etc.
- (3) Special or emergent conditions which required Federal action. Give a short history of such emergent conditions, their scope, their possible impact, and specific action initiated to resolve the difficulty.
- (4) Significant workload data, including trends.)

c Plans.

(State anticipated new developments and phases of work to be given special emphasis during the current year \*-for the overall work project.-\* Also indicate the broad direction the work should take in the next two or three years. \*-Give detail plans by line project under item 6 a (2).)-\*

d List of Publications.

(Indicate in order, the title, author(s), type, and date of publication for each release since the last work project annual report. \*-Indicate, when possible, the line project number(s) under which this work was accomplished.-\* Include all bulletins, \*-reports,-\* books, journal articles, and technical papers stemming from work under the project. Note the following examples:

- (1) \*-Use of Antibiotics, Other Drugs, and Vitamin B<sub>12</sub> at Low Levels in Formula Feeds, V. John Brensike, AMS-120, May 1956; OC 2-50.
- (2) Fabrics and Fibers for Passenger Cars, prepared by Stewart, Dougall and Associates, Inc., of New York, N.Y., for the United States Department of Agriculture, Marketing Research Report No. 152; April 1957; MD 1-6.
- (3) Social Security and the Older Farmer, L. A. Ducoff and S. A. Hoermann, AMS; paper presented to Association of Southern Agricultural Workers, Atlanta, Georgia, February 1956; FP 2-3, FP 2-6.)-\*



6 Line Project Information.a Detail by Line Project.

- (1) (When Line Projects Are Not Involved. If the work project has had no line projects during the reporting period, indicate "No active line projects" in this section of the report, \*-and do not submit Exhibit C, Index of Line Projects.-\*
- (2) When Work Project Has Had Line Projects During the Reporting Period. Include a separate statement on each line project active during the reporting period. (All line projects shown on the records of the Central Project Office, ARS, at any time during the reporting period, October 1 through September 30, are considered active projects for the purpose of this report.) Where closely corresponding line projects may advantageously be grouped together, prepare a statement for each such group.

\*-Note: Materials prepared for this report should insofar as possible be adaptable for use in other reports; e.g., to cooperators or other correspondents, Research and Marketing Advisory Committees, etc. As a possible means of facilitating such use and minimizing the total reporting burden, it is suggested that each line project statement be prepared on a separate page, of which extra copies may be run.

(6 a (2))

(a) Identification: For each project show -

- (i) Project number
- (ii) Title
- (iii) Initiated<sup>1/</sup>
- (iv) Most recent action<sup>2/</sup>
- (v) Anticipated completion<sup>3/</sup>
- (vi) Cooperative and contractual arrangements.

(b) Progress: Make a brief, informative statement of significant activities under the project or group of projects during the year. Summarize significant findings and accomplishments and known uses made of them, giving page references to discussion under items 5 (b) (2) where appropriate. Indicate future plans.

A half page of narrative should ordinarily suffice for the progress statement on most line projects. If the statement exceeds three-fourths of a page, precede it with a "digest" of not more than one-fourth of a page.)\*

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<sup>1/</sup> Initiated. Give the year that work on project commenced. In a few cases this may have to be an approximate figure.

<sup>2/</sup> Most Recent Action. Indicate the most recent action and the month and year of such action. This would be the date of line project approval or revision as obtained on Form AD-149, Line Project Description, or the date of discontinuance or extension as obtained on Form AD-157, Line Project Discontinuance or Extension.

Example: Extended-6/57

<sup>3/</sup> Anticipated Completion. Give year and month that the line project is presently expected to be completed. This may differ from the estimated completion date set at the time the line project description was approved or its latest extension date.

(6)

b Index of Line Projects.

(Complete and submit as part of the report an Index of Line Projects, the format for which appears as the last page of this Exhibit. Instructions for the preparation of this index are given, by column, below. List every line project active during the reporting period under the work project on this index. In this way, there will be provided an annual check on the status of line projects associated with the work project. (Divisions are responsible for coverage of all line projects active during the reporting period. However, the Assistant to the DRS shall endeavor to furnish each division with a list of the line projects involved.)

Explanation of columns in Index of Line Projects:

- (1) Line Project Number. Self-explanatory.
- (2) Brief Title. Self-explanatory.
- (3) Page Number in Report. Give the page number on which the line project is discussed in the work project annual report.
- (4) Regional Project Number. Give the regional project number, if any, with which this project is associated.

\* \* \*

- (5) Change in Location or Cooperation. List any change made in the geographic location of the project or in the co-operation (formal) with other organizations since the submission of line project description, AD-149 (if approved during reporting year), or since the last work project annual report. It is only necessary to show in the proper column the locations or the names of cooperators that have been added or deleted. Indicate whether the change is an addition (+) or a deletion (-). Insert \*-the word "none"-\* in these columns when there is no change. This information will be used in bringing the project descriptions on file in the Central Project Office and in the Office of the DRS up to date.)

# INDEX OF LINE PROJECTS UNDER WORK PROJECT NO.

Work Project Title

[illegible]